SHARPSCHOOL
USER MANUAL

SLMS STUDENT GUIDE

For more information, please visit:
www.customernet.sharpschool.com

SharpSchool
Helping Schools Succeed

TABLE OF CONTENTS

1. INTRODUCTION 1

2. KEY INFORMATION 1

3. FIRST-TIME USER 2

I. Initial Log-in/Joining Your First Class 2

4. MAIN-INTERFACE 3

I. Left-hand Toolbar 3
II. Center Content Area 3
III. Right-hand Toolbar 3

5. NEWS FEED (MAIN) 4

6. PENDING APPROVAL 5

I. Editing a Post/Comment 5
II. Deleting a Post/Comment 6

7. POSTING 7

I. How to Post a Message 7
II. Comments 8
III. Liking 8

8. ASSIGNMENTS 9

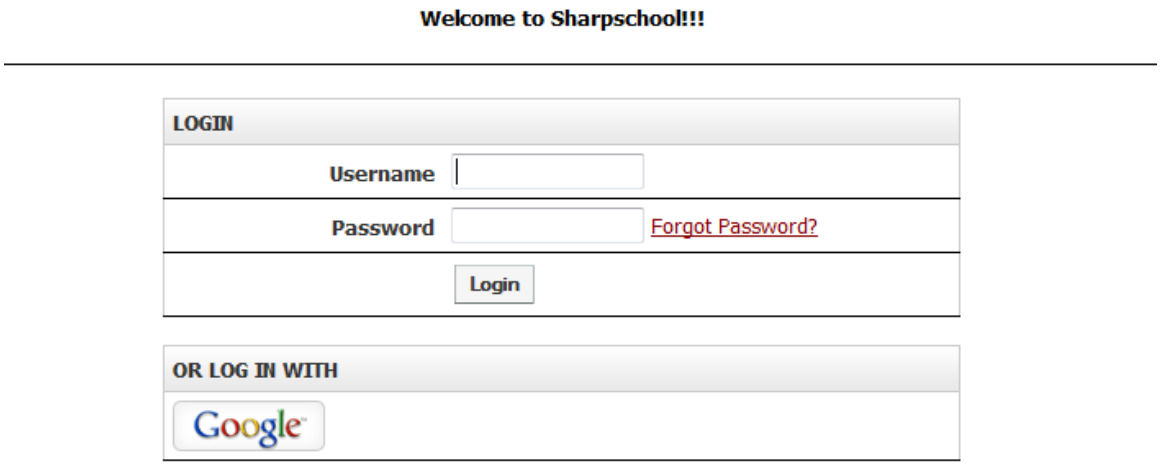
I. How to Submit an Assignment 9
II. Viewing Submissions 11

1. Introduction

SharpSchool's Social Learning Management System (**SLMS**) is a robust platform that allows students and teachers to interact across a digital medium. The system is designed to innovate the day-to-day interactions between teachers and students, allowing them to access content, post assignments, and engage in discussions digitally from any computer or browser. With an entire classroom's worth of knowledge and interaction at your fingertips, the SLMS seamlessly combines work, home, school, and fun.

2. Key Information

In order to use the SLMS, the user must first log into the system with their **Username** and **Password**.



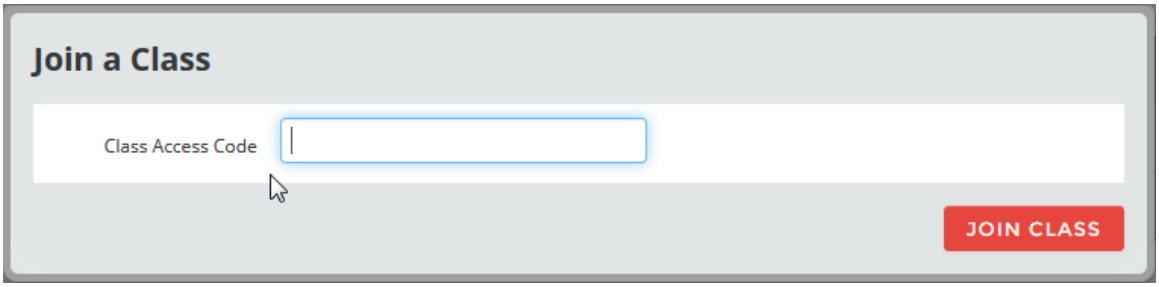
Note: If you have already registered but have forgotten your password, simply click on **Forgot Password** to retrieve it.

To access the SLMS, teachers can click the **My Classes** link adjacent to the **Select a School** dropdown.

3. First-time User

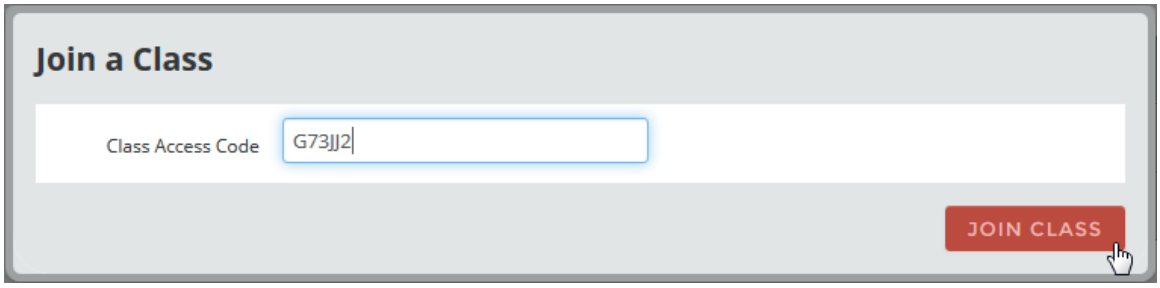
I. Initial Log-in/Joining Your First Class

When you enter your **Username** and **Password** for the first time, you will be prompted to join a class.



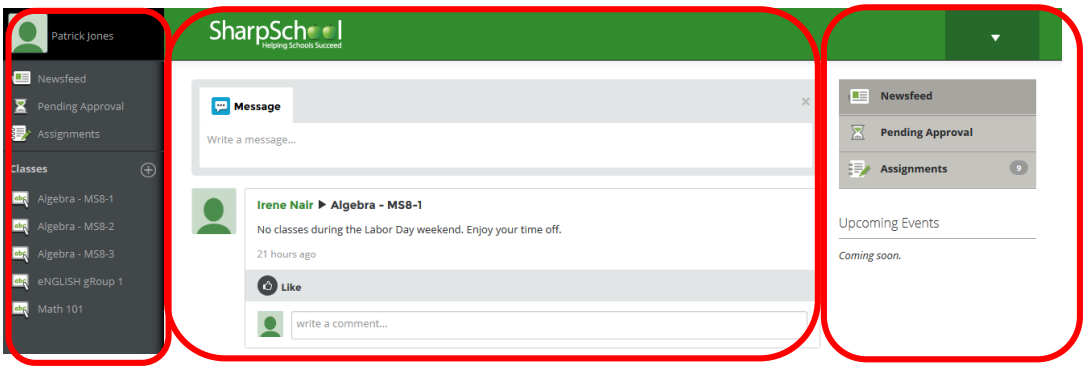
Step 1 Before you can proceed, you will need to enter the **Class Access Code**. This code can be attained from teachers associated with the class.

Step 2 After you have entered the desired information, click **Join Class** to proceed.



4. Main-Interface

The Main-Interface for the SLMS is broken into three distinct sections:



Left-hand Toolbar

Center Content Area

Right-hand Toolbar

I. Left-hand Toolbar

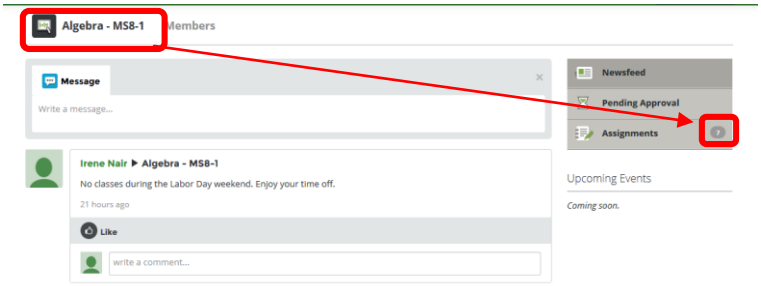
The **Left-hand Toolbar** gives the user access to global feeds for every class that they are associated with. Any of the options chosen under the **Left-hand Toolbar** will display pages populated by every class associated with the user's account.

II. Center Content Area

The **Center Content Area** displays the body content of the selected page (Newsfeed, Pending Approval, etc…)

III. Right-hand Toolbar

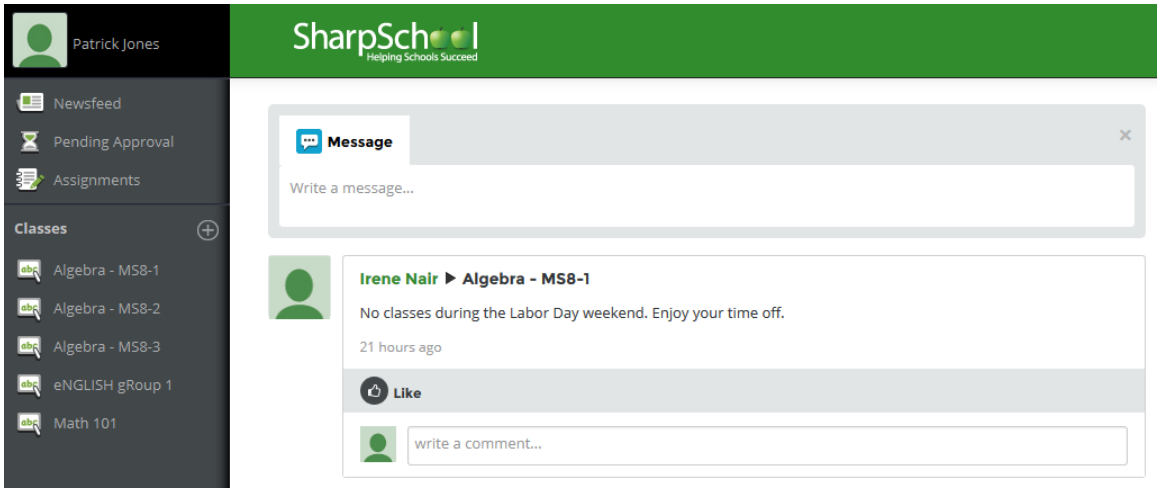
The **Right-hand Toolbar** displays activity and tasks specific to the current level or class the user has selected. At the global viewing level, the toolbar will aggregate activity from every class the user is associated with, and at the class level the toolbar will only aggregate activity from that class. The tool bar also produces badges that list the number of tasks under each heading.



5. News Feed (Main)

The Main Newsfeed acts as the homepage for the SLMS and will aggregate all new activity (posts, assignments, and uploads) from across every class associated with your account. The activity will be ordered newest to oldest, based on the date it was published.

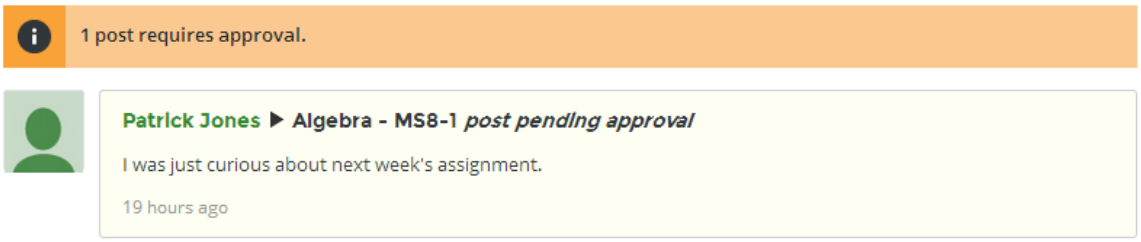
Note: Keep in mind how the Newsfeed will order activity when scheduling posts.



The Main Newsfeed can be accessed at any time, from any page, by clicking **Newsfeed** in the navigation bar at the top left-hand of the screen.

6. Pending Approval

The Pending Approval screen is populated by the number of posts or comments that you have, which currently require approval from a teacher before they can go live. Every post, or comment, you create in the classes you are connected to require approval. The Pending Approval page will display an aggregation of every post requiring approval (depending on either global or class specific view).

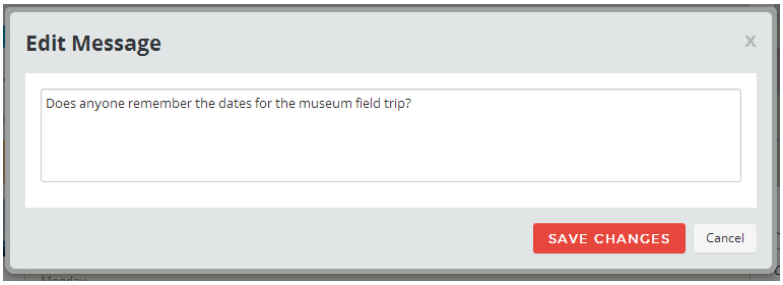

1 post requires approval.
Patrick Jones ▶ Algebra - MS8-1 post pending approval
I was just curious about next week's assignment.
19 hours ago

I. Editing a Post/Comment

To Edit a comment,

Patrick Jones ▶ Algebra - MS8-1 post pending approval
I was just curious about next week's assignment.
19 hours ago
Edit
Delete

Step 1 Select **Edit** from the dropdown menu

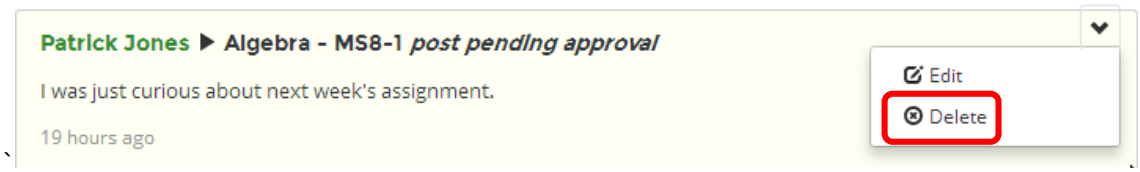


Step 2 Change the comment by select the text field and editing the desired information

Step 3 When finished click, **Save Changes**.

II. Deleting a Post/Comment

To Delete a comment,


Patrick Jones ▶ Algebra - MS8-1 post pending approval
I was just curious about next week's assignment.
19 hours ago
Edit
Delete

Step 1 Select **Delete** from the dropdown menu

Step 2 Confirm your selection by clicking **Delete** again.

7. Posting

I. How to Post a Message

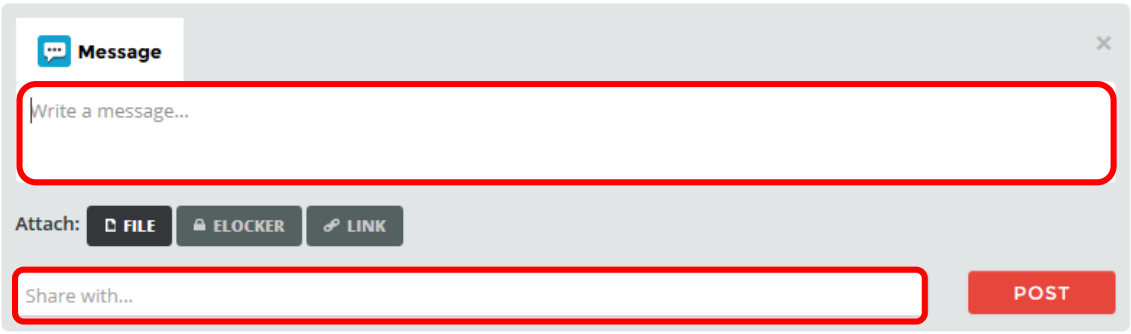
Step 1 To post a message, click into the **Message** field and enter your desired text.

Step 2 If you would like to attach a file (or files), select **File** to enter the file browser and select the file (or files) you would like to upload.

Note: Uploads must be below 25MB in size.

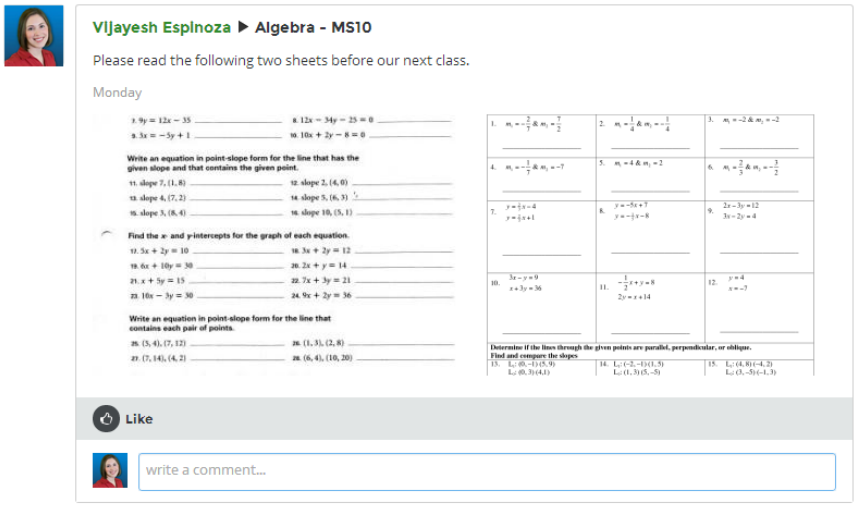
Step 3 The **Share With…** text field designates which classroom the post will be entered under and which classroom users can view it.

Note: Before you can post your message, the **Message** and **Share With…** fields must not be left empty.



II. Comments

Commenting allows Teachers and students to engage each other over assignments, posts, and other content. Comments work differently for Teachers and students in-regards to permissions and when they are displayed for shared viewing. Teacher comments are automatically approved, while student comments require administrative approval before they are made public.



Student Commenting (Approval)

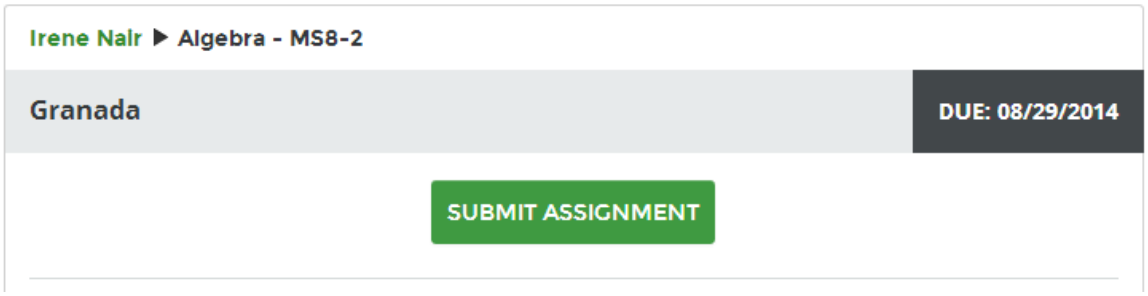
Student comments require teacher approval before they can go public. To submit a comment for approval, simply enter the desire text into the **Write a comment field**... and press **Enter** on your keyboard.

III. Liking

SharpSchool's SLMS allows students and teachers to partake in a "**Like**" feature to show support for a post, or acknowledge that they viewed a comment. Students and teachers can simply click the **Like icon** ( ) to like a post or comment.

8. Assignments

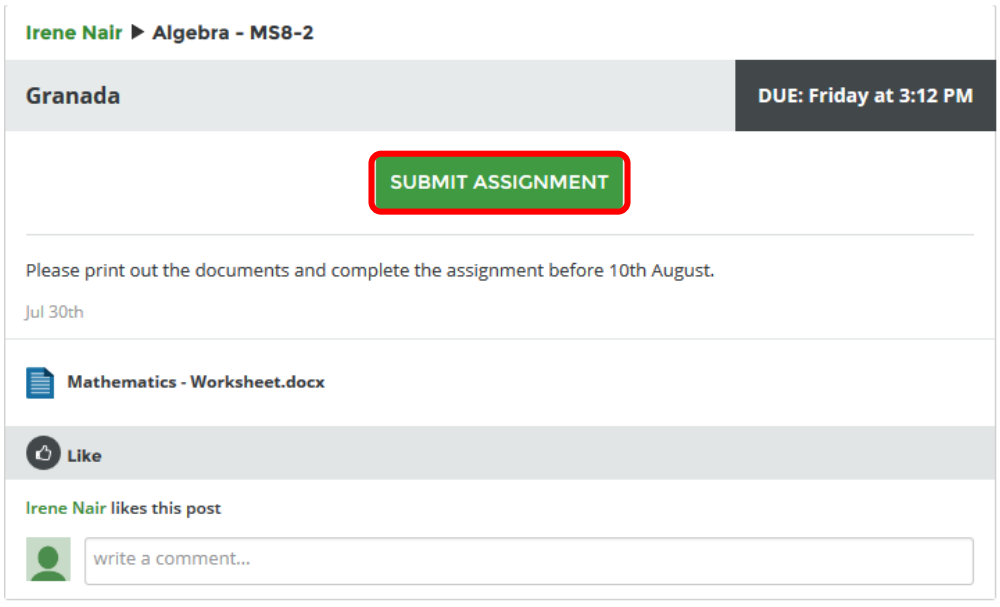
SharpSchool's SLMS allows students to submit assignments for their classes and have them graded through the system.



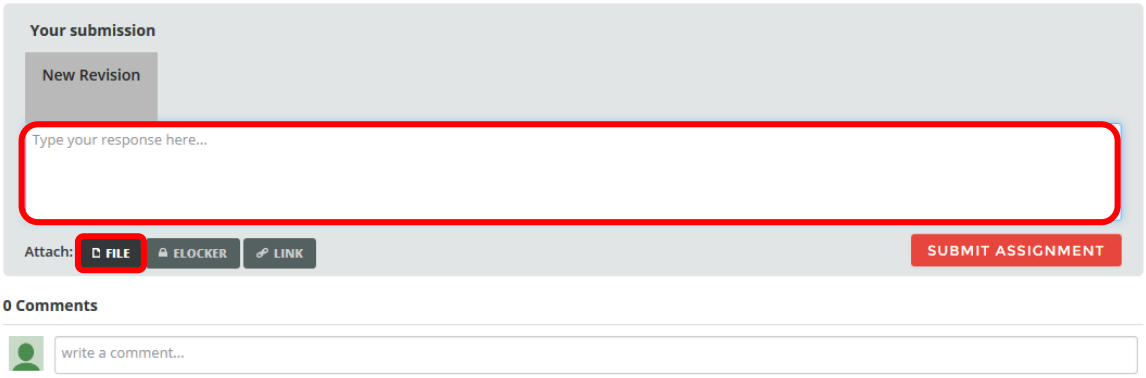
I. How to Submit an Assignment

Step 1 To submit an assignment, navigate to either the **Global Assignments** section by clicking the **Assignments** link on the left toolbar, or enter a specific class and select the **Assignments** link on the right toolbar.

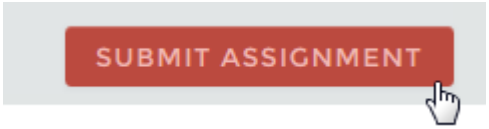
Step 2 Navigate to an assignment and click **Submit Assignment**


Irene Nair ▶ Algebra - MS8-2
Granada
DUE: Friday at 3:12 PM
SUBMIT ASSIGNMENT
Please print out the documents and complete the assignment before 10th August.
Jul 30th
Mathematics - Worksheet.docx
Like
Irene Nair likes this post
write a comment...

Step 3 When submitting an assignment, students are required to attach a file by selecting **File** under the **Attach** section. Students are required to enter a message to their teacher attached to the submission.



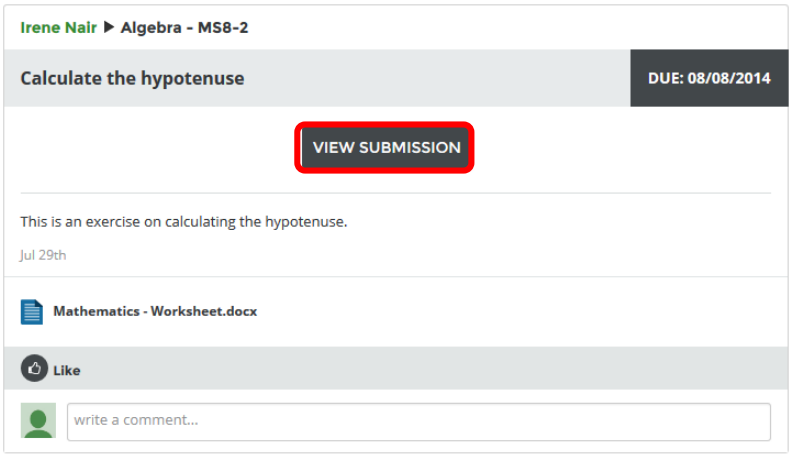
Step 4 Once the file has been selected and uploaded, click **Submit Assignment** to finish the process.



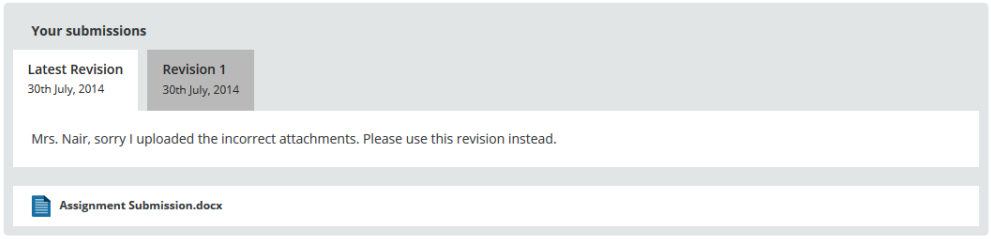
II. Viewing Submissions

Step 1 To view submitted assignments, navigate to the assignment post in a desired classroom.

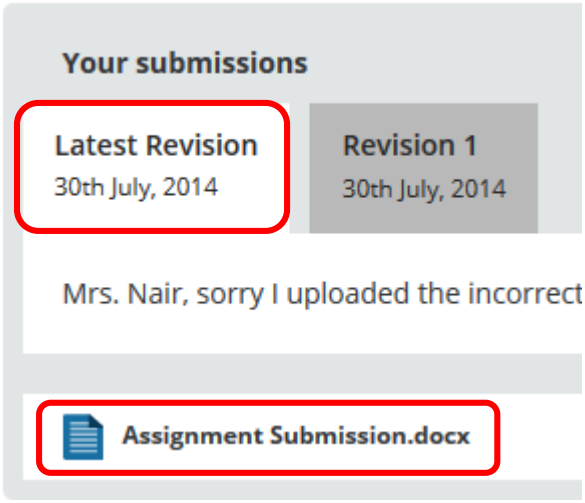
Step 2 Click the **View Submission** button within the desired assignment post.



Step 3 Once you have selected an assignment, you will be taken to the **Your Submissions** page.

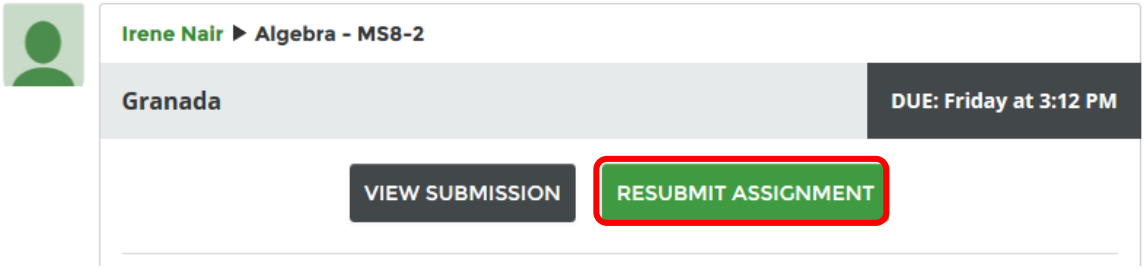


Step 4 Click through the different submissions you have made to the assignment to view the file. Click the attachment to view the submission.



III. Resubmitting Assignments

Step 1 To resubmit and assignment, navigate to the desired assignment and click **Resubmit Assignment**.

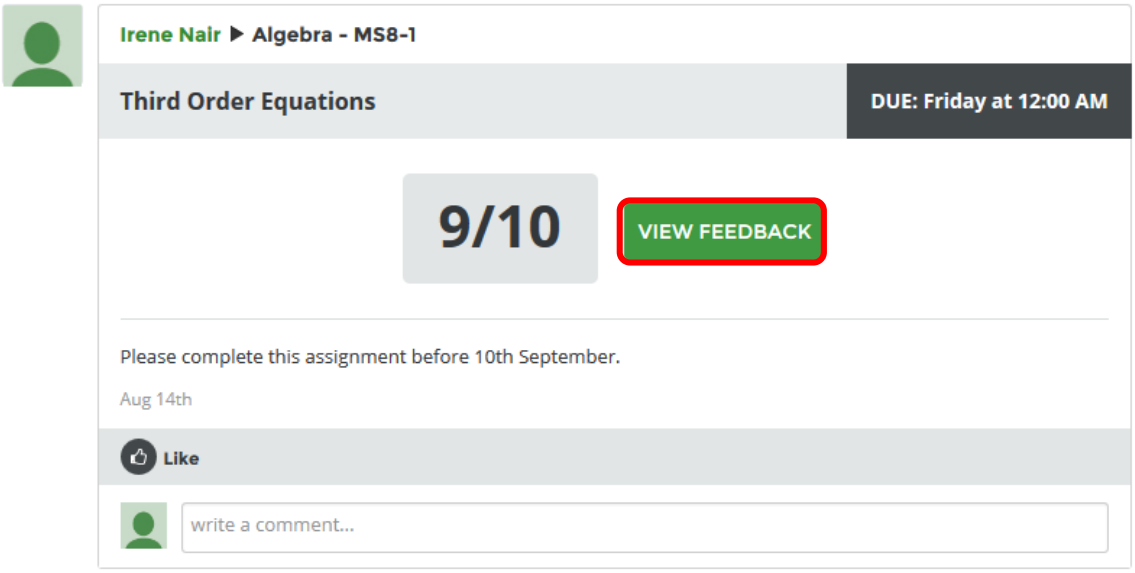


Step 2 The previous submission will be catalogued and dated in order to keep simple track of which submission is most recent and relevant.

Step 3 When you have finished making your submission corrections, click **Resubmit Assignment** in the bottom right corner of the input field.

IV. Viewing Feedback for Assignments

Step 1 To view feedback on a given assignment, navigate to the desired assignment posting and click **View Feedback**.



Step 2 From this screen, students are able to view the due date of assignments, the number of submissions made, the grading of the assignment, and any comments left by their teachers.